

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	05	Title: Communications
Document:	02	Title: Remote Access

1. STANDARD

ISD will provide secure remote access to its systems which is easy to administer, contains needed flexibility, and that is transparent to users.

1.1. Summary of Standard Changes

1.2. Purpose

Provide secure remote access to authorized users.

1.3. Scope

Applies to all access from outside sources to ISD information or communications systems.

1.4. Responsibilities

1.5. Definitions and Abbreviations

1.6. Description of Standard

ISD will insure that only authorized users will access information or communication systems. That communication links are protected from eavesdroppers preserving the integrity and confidentiality of transmitted data. That the communications network resources are protected from unauthorized access by restricting users only to resources they are authorized to access.

1.7. Implications

Using the ISD business plan ISD will determine who may remotely access which ISD systems or resources, the method for requesting such access, what the approval process is to be, and how this access method is to be made secure from outside unauthorized intrusions.

1.8. References

1.9. Attachments

2. INFORMATION REMOTE ACCESS PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

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2.2.1. ISD will provide firewall safe guards for remote information access to ISD networks consisting of both physical (router) and software elements.

2.2.2. Audit reports showing access usage, both incoming and outgoing, will be maintained and analyzed for misuse and threat avoidance.

2.2.3. Password protection will be consistent with Section 6 (ISD Security), Sub Section 3 (Information Security), Document 3 (Passwords).

2.2.4. Refer to Section 6 (ISD Security), Sub Section 5 (Communications), Document 3 (Email) for details.

2.3. References

2.4. Attachments

3. REMOTE VOICE ACCESS PROCEDURES

3.1. Summary of Procedure Changes

3.2. Procedure Details

Refer to Section 6 (ISD Security), Sub Section 5 (Communications), Document 5 (Voice Communications, Voice Mail) for details.

3.3. References

3.4. Attachments